

To: Headteachers of Primary and Special  
Schools (Primary), Short Stay Schools  
(Primary), and Support Services

Phone: 01772 531555  
Email: [pst@lancashire.gov.uk](mailto:pst@lancashire.gov.uk)

Our ref: LSES/MT/EW/JB/CM  
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Dear Colleague

### **Assessment Updates and Actions Needed**

As we are now entering the run up to Statutory Assessments for 2024, I just wanted to write to you to remind you of some key assessment updates and actions that need to be taken as we head into the summer term.

### **Key Stage 2 test start times**

Please can you complete the test start times proforma on the link below as soon as possible, and by **Thursday 28 March 2024** at the latest:

### **Test Time Submission Link**

### **Access Arrangements**

The website application process for registering pupils for the tests, early opening, compensatory marks for spelling and for additional time (for the KS2 tests) opened on the **12 February 2024** at [Primary Assessment Gateway](#). For this you will need the school's registered login details. **Pupil registration** and early opening applications must be made by **Friday 08 March 2024**, with applications for additional time and for compensatory marks for spelling being made by **Monday 22 April 2024**.

**We advise that you plan to complete any required applications as soon as you are able, bearing these deadlines in mind, as the Primary Assessment Gateway becomes increasingly busy near the deadline dates.**

To support your decisions around Access Arrangements and the procedures for using these we are running a **final Access Arrangements course**. This will be a breakfast briefing on **Thursday 29<sup>th</sup> February**.

[Access Arrangements Breakfast Briefing](#)



You may also need to check the access arrangements section of the gov.uk website for information regarding other access arrangements, for example start time variation, readers, scribes, using a transcript. This part of the website has been updated for the 2024 test cycle:

[2024 key stage 2 access arrangements guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/2024-key-stage-2-access-arrangements-guidance)

## **EYFSP Moderation**

EYFSP Moderation, although not statutory, remains good practice both internally and externally (either via your own clusters or other means). To continue to aid you in this process, a series of moderation sessions are available across the County. These sessions were very well attended last year and are already becoming busy for this year.

Places can be booked on these sessions via the LPDS website:

EYFS Moderation Sessions - May 2024 [EYFS end of year moderation](#)

These sessions will be focussing on the areas of:

1. Listening & Attention
2. Building Relationships
3. Writing

EYFS Update Sessions - March 2024 [March mid-year moderation sessions](#)

These sessions will be focussing on the areas of:

1. Managing Self
2. People, Culture & Communities
3. Creating with Materials

Please be advised, it is still a statutory requirement to submit your EYFSP data to the Local Authority. We have set the 'Hard Deadline' of **Friday 28 June 2024** - but we advise you to submit by the Soft Deadline of **Tuesday 25 June 2024**.

## **Year 1 Phonics Screening**

The Year 1 Phonics Screening Check is due to be administered during the **w/c 10 June 2024** (timetable variation week is **17-21 June 2024**). I will write to you separately regarding this assessment once the administration guidance has been released in **March 2024**.

## **Key Stage 1 optional SATs**

Assessment at the end of Key Stage 1 is now optional and schools have significantly more freedom to decide on how to assess the children at the end of Year 2, and the best way to do this within each school. STA are continuing to produce the full suite of tests, and these will be sent to schools automatically, unless schools opted out earlier in the year. The recommended assessment window for Year 2 is during May but again this is at the school's discretion.

To support teacher assessment at the end of Key Stage 1 we are offering a range of moderation CPD. The first of these training sessions is in March, in various venues across



the county. The purpose of these sessions is to moderate writing and focus on the next steps that children need to take in order to move their learning forward.

[March sessions – KS1 Supporting teacher judgements through effective moderation](#)

There are different options to support teachers in May and June. Firstly, we are running full day moderation sessions that have been totally re-written this year, to give staff the opportunity to discuss how to create quality outcomes but also to moderate reading, writing and maths at the end of KS1.

[Making and moderating KS1 judgements - full day sessions](#)

A new option is the chance to book a session to meet 1:1 with a moderator and spend an hour moderating reading, writing or maths, or whichever combination you would like to discuss.

[KS1 moderation session 1:1 1-hour sessions](#)

There is no statutory need to submit data to the Local Authority this year. However, at the Assessment Team, we are also offering to collect **optional KS1 Teacher Assessment** (using the Teacher Assessment Frameworks) data from schools. This would then be used to create a section within your LSIP allowing schools to interrogate their data and have a broader overview against the other schools in Lancashire who choose to submit to support teacher assessment at the end of Key Stage 1. The data collection would not be used for external accountability. The deadline for this will be **5<sup>th</sup> July 2024**. This has been deliberately moved to after statutory assessment dates to allow schools to administer assessments when they choose, and to reduce the burden of data submission in a short time period. **Further details about how to submit optional KS1 data will be sent in the summer term.**

## **Year 4 Multiplication Check**

The Multiplication Tables Check window opens on **03 June 2024** for a 2-week period. All participating pupils must complete the check in this 2-week period. Schools must administer the check from **17 June 2024 to 21 June 2024** to pupils who were absent during the first 2 weeks or in case of any delays due to technical difficulties. Multiplication Tables Check guidance will be released on **08 April 2024**.

## **KS2 (Writing) Moderation**

The requirements and timescales for moderation of KS2 (Writing) are broadly similar to those of 2022/23. If you have not already done so, you may wish to read the requirements for schools and for local authorities at:

[Key Stage 2 teacher assessment guidance 2024 - GOV.UK \(www.gov.uk\)](#)

At key stage 2, 25%+ of schools are to be moderated. The DfE will be choosing some of the schools that make up this percentage, with the LA supplementing the list of schools to be moderated. As before, moderation will be completed by a visit to the school, with the moderator choosing the pupils whose assessments are to be moderated. The moderator



will choose at least 15% of the cohort (minimum of 5 children unless the cohort size is less than 5).

## **KS2 Teacher Assessment Frameworks**

The English writing frameworks remain unchanged for this academic year.

Teacher assessment of **science** is still a statutory requirement at the end of Key Stage 2. The science frameworks were revised for use from the 2018/19 academic year onwards.

The "Teacher Assessment Frameworks", "Pre-key stage standards" and exemplification can be found here:

[Key Stage 2 Teacher Assessment Framework](#)  
[Pre-key stage 2 standards](#)

I would advise that teachers and senior leadership teams consider the statements within the standards, together with the key principles within the documents preceding each subject, and think about how they will make judgements, how the SLT will moderate judgements before data submission, and how the judgements can be evidenced if the school is moderated.

## **KS2 Pupils working below the test standard**

A small percentage of the pupils will not have completed the relevant programme of study when they have reached the appropriate chronological age. As a result, these pupils will be working below the standard of both the national curriculum tests and the teacher assessment frameworks. We advise that, firstly, teachers look at the example tests to help them decide whether a pupil should sit the test or not. For those pupils for whom it may be appropriate, teachers will need to consider the pre-key stage standards, or the engagement model. The pre-key stage standards are to be used for assessing pupils engaged in subject-specific study, who are working below the standard of national curriculum assessments. The 'pupil can' statements have been revised to ensure they appropriately represent the key aspects of each subject, allow for progression towards the national curriculum, and give a better reflection of classroom practice. **Please be aware, it is necessary to submit a pre-key stage judgement for any child at key stage 2 who does not take either or both mathematics and/or reading tests as they are below (code B) the standard of the test.**

The engagement model should be used for children who are working below the standards set out in pre-key stage standard 1.

The engagement model can be found here: [The Engagement Model](#)



## **KS2 Submission dates for teacher assessment and moderation**

As mentioned at the start of this letter, the submission dates for teacher assessment and the timing of the moderation window are similar to last year. The following table sets out the key dates to consider:

<p><b>KS2</b></p> <ul style="list-style-type: none"> <li>➤ DfE to inform LA of schools for moderation. LA to add additional schools (25%+ of schools overall). *</li> <li>➤ Schools informed on or after <b>17 May 2024</b> if they will receive KS2 moderation of writing.</li> <li>➤ LA moderation of KS2 writing to take place between <b>3 June 2024 – 28 June 2024</b>.</li> <li>➤ School submission of teacher assessment for writing and science, using Teacher Assessment frameworks on <b><u><a href="#">Primary Assessment Gateway</a></u> by <b>28 June 2024</b>. (We recommend schools submit in advance of this date - by <b><u>25 June 2024</u></b>)</b></li> </ul>
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*\*To include a small number of schools for an additional moderation visit where there may have been issues with moderation in the past, data anomalies, or because the school is receiving additional support from the local authority. The LA may also choose schools randomly outside of the 4-year cycle.*

The timetables and dates above raise several potential issues which you may wish to consider, including:

- The moderation window for KS2 is quite short - particularly for schools that have a two week half term in summer.
- Schools will also have the Phonics Screening Check and the Multiplication Tables Checks in June to organise.
- Many of the data submission deadlines are in the same period. It is recommended to send in the data as soon as it is finalised in school. Please do not wait for the last date in the event there are any problems. This is particularly pertinent with reference to KS2 data, which is sent directly to the DfE.

## **Training to support statutory assessment procedures.**

Many teachers have been on the training provided in Lancashire to consider statutory assessment. We have additional courses to help further, such as:

**Administering the Year 1 Phonics Screening Check** - [Administering the Y1 Phonics Check](#)

**Year 6 Teachers: Making and Moderating Judgements Against the Teacher Assessment Descriptors (Writing) 2024.** These are in May and June - [Year 6 Writing Moderation Sessions](#)



Additional Assessment courses can be found at: [Courses - LPDS Resources \(lancashire.gov.uk\)](https://www.lancashire.gov.uk/courses-lpds-resources)

### **Free Statutory Assessment Briefings**

With there being many dates/statutory requirements to undertake, I am running several free briefing sessions on **Tuesday 23 April 2024**. These will be at:

9:30am -10:00am

1:15pm - 1:45pm

4:00pm - 4:30pm

These will all be **online** and are completely **free** to attend. They will be aimed at Headteachers or Senior Leaders who will be responsible for overseeing the statutory assessment procedures in school. I will write to you, in April with details of how to sign up for one of these sessions.

### **Moderation Summary**

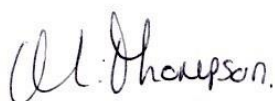
As you can see, May and June are going to be busy for all of us. To recap; you will be informed about moderation for KS2 (Writing) on **17 May 2024**. I will inform all schools whether they are included each time, so you may wish to check the portal on or just after this date.

Please note that the KS2 moderation cycles are, and will continue to be, independent of phonics and KS2 test monitoring visits. 10% of schools will receive a monitoring visit of phonics, and 10% of schools will receive a monitoring visit of KS2 Tests. We are not able to inform schools in advance when these monitoring visits will take place for them.

I include an appendix with guidance on KS2 security and I will send further information about the statutory monitoring arrangements for the Y1 phonics screening check, at the beginning of May.

If you have any general queries, please do not hesitate to contact the Professional Support Team Helpdesk on the number above.

Yours sincerely



Mike Thompson  
LPDS Curriculum and Assessment Manager  
CC Advisers, website



## Key Stage 2 Overview of Monitoring Arrangements 2023/24

Monitoring visits in Lancashire and across other LAs confirm that the overwhelming majority of schools administer end of Key Stage tests in accordance with the requirements of the Standards and Testing Agency (STA). The visits help to ensure public confidence in the tests. Every year, representatives from STA and/or the Local Authority (LA) follow up all potential irregularities reported. Interviews may take place with Headteachers, Deputy Headteachers, Assessment Coordinators, Teachers, Teaching Assistants, Bursars, Governors and Parents, according to the particular circumstances. In cases where STA, having looked at the scripts, cannot be confident that pupils' answers represent their own independent and unaided work, test results may be withheld from the school, which is then unable to report results to parents or the DfE.

**Due to the vigilance of Headteachers, this is a rare occurrence in Lancashire, for which we are very grateful.**

LAs are required to monitor test administration in at least 10% of their schools. Identifying those schools included in the sample to be visited is largely at the discretion of the LA, although STA do identify a number of schools to be visited. Monitoring takes the form of unannounced visits by LA and STA representatives before, during and immediately after the test week. This is to ensure that the test materials are being stored securely and tests are administered in accordance with guidance as laid out in the Key Stage 2 ARA (Assessment and Reporting Arrangements).

As stated by STA, "all Headteachers must:

- keep the test materials secure and treat them as confidential before, during and after the test period.
- be able to give an accurate account of everyone with access to test materials before, during and after the test period.
- ensure that their test administrators are appropriately trained, and that they administer the tests according to the published procedures.
- carry out all tests according to the published timetable, unless STA has approved a timetable variation.
- complete and submit the Headteacher's declaration form on the [Primary Assessment Gateway](#) after all test scripts have been collected for marking and by **24 May 2024 at the latest**
- co-operate with any monitoring visit requests, including visits by STA or local authority (LA) representatives".

Visits may be undertaken by LA Advisers and LA Consultants. All such LA representatives will carry appropriate identification; if in doubt, schools may check the identity of a visitor by telephoning the Assessment Support Team. Representatives will visit and, in some cases, re-visit a sample of schools in the week before the statutory tests are due to be administered, during the actual test week and immediately after the test period. Schools should be prepared to allow an LA representative access to all statutory assessment materials and to observe tests being administered.





LA representatives must complete a record of their monitoring visit; if any irregularities are found, then they are required to detail these on the form. The completed form is shown to the Headteacher who may wish to photocopy it as evidence of the visit. It will be made clear if there is any cause for concern; this will be discussed with the Headteacher so that alterations to test procedures can be made for any remaining tests. Completed forms are sent to the Assessment Team Coordinator who will note any concerns before forwarding the forms to STA. If irregularities are found, STA will carry out a full investigation to determine whether pupils' results should stand. We anticipate that, in Lancashire, all monitoring forms will indicate that the LA representative who acts as STA's observer, has confidence in the security arrangements.

For visits made before the scheduled dates of the tests, the representative will check where the unopened test materials are stored and check the number of packs against the delivery note. All confidential material should be in a **locked** cupboard or storeroom.

Confidential material comprises:

- |                         |  |
|-------------------------|--|
| Pupil test packs        | Pupil test packs must not be opened <b>until one hour</b> before the start of the particular test (and even in the hour before, for administration purposes only). |
| Pupil completed scripts | Pupil scripts must be kept securely until collected.   |

Please note that schools will not be sent mark scheme packs or mark scheme amendments for the modified tests. Mark schemes will be published on the Primary Assessment Gateway website on **24 May 2024**

**During the test week** the LA representative will check that all relevant materials are sealed and stored securely. They will check that any completed scripts are securely locked away. They will observe a test in progress, during which the following will be checked:

- test papers are opened just before the test, unless the school has obtained permission for early opening, or it has been necessary to make adaptations to a paper in the hour before the test.
- children are seated appropriately and are able to work independently.
- wall displays are covered up or, if uncovered, do not offer any assistance to children
- test times are adhered to.
- no inappropriate assistance is given to individual pupils, or the group as a whole, during the test.
- dictionaries and monolingual English electronic spellcheckers are not used during any of the English grammar, punctuation, and spelling tests.
- calculators are not used during any of the mathematics test papers.
- access arrangements, in particular the use of readers, scribes, prompters, transcripts and additional time are administered appropriately; and
- **there is evidence to show that access arrangements are used in accordance with normal classroom practice.**





- access arrangements, where used, are appropriate and permission has been granted where required. Representatives will be notified by the Assessment Support Team of the names of pupils granted additional time or for whom early opening has been authorised. Schools should have available a copy of any authorisation giving permission (from the Primary Assessment Gateway) for additional time/early opening. If any other access arrangements are used (for example a scribe) then **the observer will ask for evidence that this constitutes normal classroom support for this pupil. This may take the form of plans/actual work produced by the pupil.**

If a visit takes place **after the date of the first test for the Key Stage**, the Headteacher will also be asked to show where the **completed scripts** are stored. The representative will check that completed scripts are securely stored.

STA will, with the help of the LA if appropriate, investigate any cases of irregularity reported on the Monitoring Forms. It is STA's responsibility to take any decision affecting pupils' test grades. In all cases where malpractice has been proven, test results will be withheld from the school, which may not report them to parents, the high school or the DfE. The LA will be informed and may wish to discuss disciplinary action with governing bodies.

The full duties of headteachers and LAs in ensuring that their schools comply fully with all aspects of the statutory arrangements, are set out in the Key Stage 2 Assessment and Reporting Arrangements requirements on the website (link below), which also includes other guidance on administering the tests, such as lateness, absence, illness and the use of dictionaries. Please disregard any information from previous years as STA update their information and guidance each year.

STA now also provide more detailed guidance on many aspects of the tests, including access arrangements, online at [Key stage 2 tests: access arrangements - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

A 'Test Security and Administration Checklist' is below. You may find this useful in confirming that you have correctly followed the statutory arrangements.



**Key Stage 2 National Curriculum Tests 2024  
Test Security and Administration: Checklist**

Date/Admin	Action	√
<b>1. Registering pupils online (12 Feb 2024 to 08 March 2024)</b>	<p>Deadline for schools to complete pupil registration for all national curriculum tests; go to the Primary Assessment Gateway</p> <p>Registration from <b>12 February 2024 to 08 March 2024.</b></p> <p>If you have any queries about the details shown either follow the instructions on screen or telephone the national curriculum helpline on 0300 303 3013.</p>	
<b>2. The Test Administrators' Guide (from March 2024)</b>	<p><b>'Test administrators' guide' on GOV.UK</b> will be refreshed for 2024 administration period. This needs to be distributed to teachers and other staff administering the tests prior to the tests.</p> <p>An optional KS1 Test Administrator's Guidance will be available in March 2024</p> <p>Year 1 Phonics Guide will be available in March 2024</p>	
<b>3. Test Start Times (By 24 March)</b>	<p>Return the completed test timetable click suite form to the Assessment Support Team (AST) by <b>28 March</b>. Telephone the AST if any alteration to this timetable is subsequently made (01772 531555).</p>	
<b>4. Additional time applications (by 22 April)</b>	<p>Deadline of <b>22 April</b> for applications for additional time, on <a href="#">Primary Assessment Gateway</a></p>	
<b>5. Storing test materials</b> <b>Materials arrive: Week commencing 29 April</b>	<p>When the tests arrive in school, the Headteacher or delegated senior member of staff needs to check that:</p> <ul style="list-style-type: none"> <li>• the correct number of test packs and teacher packs have been received and</li> <li>• that no sealed packs have been opened.</li> </ul> <p>See guidance from STA "how to keep test materials secure".</p> <p><b>If any of the packs are unsealed or damaged</b> on arrival or contain more materials than shown on the delivery note, schools should telephone STA</p>	



	<p>immediately (0300 303 3013). Details will be recorded, and a letter of acknowledgement sent to the school. Failure to report this may be viewed as maladministration.</p> <p>Please also telephone the AST (01772 531555) so that we can be kept aware of the problem. STA will ask you to seal the damaged packs with tape, sign across the seal and date; this should be witnessed and signed by another person. STA may ask you to photograph the damaged pack before you reseal.</p> <p>Once the delivery has been checked, the boxes containing the test packs must be resealed and stored securely in a secure, lockable place. They must be kept secure from the time they are delivered to school to the time they are dispatched to the external marker.</p> <p>Please note that the Headteacher should be able to give an accurate account of all those who had access to the test materials before, during or after the tests have taken place. Schools may wish to complete a record or log sheet detailing each time the test storage is accessed.</p>	
<p><b>6. Online notification forms for scribe, transcript, word processor, electronic or technical aid and Headteacher Declaration Form (by 24 May)</b></p>	<p>If you are going to use a scribe, transcript, word processor or electronic or technical aid, approval is not required but schools <b>must</b> notify STA of their use via the 'Access arrangements' section of Primary Assessment Gateway.</p> <p>NB these have to be submitted electronically.</p> <p>These must be completed by <b>24 May AND</b> before the Headteacher Declaration Form (<b>24 May</b> is also the deadline for this).</p>	
<p><b>7. Before the Tests</b></p>	<p>Ensure you are aware of the arrangements made by STA in relation to the collection of scripts; further details to be provided in April, along with stationery.</p> <p><b>Ensure that important documentation, such as IEPs if relevant, authorisation from the STA website giving permission for early opening/extra time etc is available if required.</b></p> <p>Consider informing pupils taking the tests that access arrangements are necessary for some pupils.</p>	



	<p><b>Train staff</b> involved in providing access arrangements (readers/scribe etc) about their roles and responsibilities. Ensure they have copies of the 'Assessment and Reporting Arrangements' and 'Test Administrators' Guide' information as well as the Access Arrangements document. Share the document "notes for readers in the English grammar punctuation and spelling test" with readers if being used for this test and talk through some of the examples given. <b>This document will be updated for 2024 – please ensure you download and read the most up to date version.</b></p> <p><a href="https://www.gov.uk/government/publications/notes-for-readers-in-the-english-grammar-punctuation-and-spelling-test-short-answer-questions">https://www.gov.uk/government/publications/notes-for-readers-in-the-english-grammar-punctuation-and-spelling-test-short-answer-questions</a> (2023 version)</p> <p>NB please remember to ensure that all staff providing support understand that readers cannot be used in the reading comprehension test.</p>	
<p><b>8. Early opening of the pupil packs (only with permission)</b></p>	<p>Unless STA has granted permission, the pupil packs must <b>NOT</b> be opened more than <b>one hour</b> before the relevant test is due to start. Notification of the outcome of applications will be given by <b>08 April 2024</b></p> <p>Papers to be opened just before a test takes place (within an hour for administrative purposes only). Best practice remains to open scripts at start of the test in front of pupils.</p>	
<p><b>9. Monitoring of test security</b></p>	<p><b>Monitoring of test security;</b> at least 10% of schools to receive a monitoring visit, with no notice, to consider security of the scripts, and if during the test period, to include observation of a test.</p>	
<p><b>10. During test period (13–16 May) See Section 3.3 ARA</b></p>	<p>In the week before the tests, ensure that all teachers and support staff are familiar with the administration procedures outlined in the <i>Test Administrators' Guide</i>.</p> <p>The pupil test packs may be opened one hour before a test takes place for administrative purposes only. Normally the test packs are to be opened just before a test takes place. In any case the contents:</p> <ul style="list-style-type: none"> <li>• must not be discussed or used in any way before the test begins, and</li> <li>• no question-specific information is to be used to prepare children for the tests.</li> </ul>	



The tests should be carried out under strict test conditions. The children should be able to:

- work undisturbed.
- individually, and
- work without access to materials that would give them an unfair advantage.

The children should be reminded that the work that they are producing in the tests:

- must be their own.
- that they should not discuss questions; and
- they must not copy answers.

You should ensure that pupils are seated appropriately and there is no evidence of pupils copying from each other.

- wall displays are covered up or, if uncovered, do not offer any assistance to pupils. Material which should be covered includes multiplication tables, number squares, spelling lists etc.
- test times are adhered to, and reminders given (e.g., halfway through and 10 minutes before the end)
- no inappropriate assistance is given to individual pupils or the group as a whole, during the test (inappropriate support includes pointing to an answer and indicating that the child should think again or reading the test to the whole class or group). The tests are designed so that a child can work through them at his or her own pace.

In the Mathematics tests ensure that:

- calculators are not used during any of the test papers.

**Readers:** If a reader(s) is used in the mathematics and GPS tests, the information in the Assessment and Reporting Arrangements, Test Administrator's Guide and notes for readers in the GPS test guide are used as part of the briefing for readers. Readers must not be used in the reading tests, except for help with reading general instructions as detailed in the



	<p>guidance. Please note that readers are to be used on a one-to-one basis only (i.e., not for small groups or a whole class).</p>	
<p><b>10. (continued) During test period (13-16 May)</b></p>	<p><b>Transcripts:</b> a transcript should be used only when it is very difficult for the external marker to read a child's handwriting.</p> <p>The transcript should be made as soon as possible after the child has completed the test; the test administrator should transcribe the work with the child present before the child leaves the test room; the child should be kept separate from the rest of the cohort until the transcript is complete, and care must be taken to ensure that no original answers are changed.</p> <p>The child's original paper should be sent to the marker with the transcript. The school should also complete an online notification form as noted in point 6 above.</p> <p><b>Start time variation:</b> in any one school, all children should normally take the test at the same time. However, based on certain criteria, schools may vary the start time <b>within the scheduled day</b> of the test (between 7am and 7pm). For 2024, schools do not need to notify STA if this has occurred, however the Headteacher must approve the variation and ensure that the integrity of the test in question has been maintained.</p> <p><b>Timetable variation outside of the scheduled day <u>STILL</u> requires permissions from STA.</b> Tests may be rescheduled for up to 5 School days after the test date under some circumstances:</p> <p><a href="#">Key Stage 2 Tests: Varying the Test Timetable</a></p> <p>Please note, this requires permission from STA; schools should apply on the Primary Assessment Gateway and must await permission to arrive before administering the test.</p>	
<p><b>11. Security after the tests</b></p>	<p>After each test, the children's scripts should be returned <u>immediately</u> to the Headteacher.</p> <p>Teachers must not retain the scripts for any reason, must not look through them, or annotate or mark them in any way. The completed tests must be kept in a</p>	





	locked cupboard or storeroom until they are sent to the external marker.	
<b>12. Sending test scripts and mark sheets to the external marker</b>	Schools should have all test scripts ready for collection by the dates published in the <i>Test administrators' guide</i> . This will be available on the STA Website in March. It will also contain information on the packaging and dispatch of test scripts.	
<b>13. Special consideration; (deadline 24 May 2024).</b>	In a small number of cases, children taking the tests may experience very distressing circumstances either just before or during the test period. A school can apply to STA for <b>special consideration</b> ; applications can be submitted from <b>16 May 2024</b> and must be made by <b>24 May 2024</b> .	
<b>14. Mark Schemes</b>	As last year, schools will not be sent mark scheme packs or mark scheme amendments for the modified tests. Mark schemes and mark scheme amendments will be published on the STA Website after all test scripts have been collected for marking from <b>24 May 2024</b> .	
<b>15. Moderation of writing teacher assessment</b>	Moderation of writing teacher assessment takes place in up to 25% of schools, during June. Schools will be notified on the portal on <b>17 May 2024</b> , as to whether the school is to be moderated this year.  LA Moderators will contact the school on or after <b>17 May 2024</b> to arrange the date for the moderation visit. The moderation focus is on teacher assessment, of a range of work over a period of time.	
<b>16. Teacher assessment including for writing</b>	Teacher assessment judgements need to be finalised and submitted by the <b>DfE's final deadline of 28 June 2024 (Please aim for 'Soft Deadline' of 25 June 2024)</b> .	
<b>17. Results (From 9 July)</b>	Pupils' results (raw scores and scaled scores) and marked script images available on The Primary Assessment Gateway.  Raw score to scaled score conversion tables available on GOV.UK.  Deadline for schools to submit scripts for remarking <b>19 July 2024</b> .	

